

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services  
FROM : Chief, Records Management & Distribution Branch  
SUBJECT: **Monthly** Report of Operations for the period ending  
**31 October 1953**

A. Personnel On Duty Vacancies In Process

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section


25X1

1. No. on leave three days or more:  
Records Mgt. Section-  
Mail Control Section-  
Records Center Sec.-

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25X1

2. No. on special detail out of office 1. How long?  
Records Mgt. Section- 0  
Records Center Section- 0  
Mail Control Section- 1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:  
Records Management Section-  
Records Center  
Mail Control

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25X1

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed 1. Recruited by Personnel 1.  
Recruited by this office -.

**B. Administration and Problems:**

Records Management Section - Representatives of the various offices for which the Machine Records Branch is performing services are being contacted to obtain approval for that portion of the General Services Office records control schedule. There are still some minor differences in each of these offices to be settled. With the approval of the sections of the schedule pertaining to the Office of the Chief and the Machine Records Branch, a records control schedule for the entire General Services Office will be complete.

Thirteen Area Records Officers in two separate sessions, attended a training course given at the V. M. Repository. The purpose of this training was to permit the Area Records Officers to become familiar with the material from their offices on file at the Repository; to impress upon them the part that they would play in withdrawing these records in the event of an emergency; and to thoroughly familiarize them with the procedures and inventories in order to permit ready identification of material that might be called for.

Through case studies, training in inventorying, and preparation of records control schedules have been given to the Area Records Officers of the Office of Comptroller and Security Office.

NSC Records Control Schedule - All records maintained in the Central Registry have been listed and initial appraisals have been made. We believe that this represents a major portion of the NSC records but there are several areas still to be inventoried but in which approval for the survey is still pending. [ ] has requested that the survey team offer any suggestions for the improvement of their communications and records systems.

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A survey was made of the files of OIC for the purpose of establishing the proper subject-numeric file classifications to use in adopting the Agency system for this office. From the work sheets prepared during the survey, a file manual applicable to this particular office is now being developed.

The initial delivery of 24 security desk trays has been made and have been assigned to various offices for trial. The initial reception to the boxes has been favorable. We are now preparing descriptive material for use in canvassing the various offices of the Agency to determine current needs and an estimate of savings which can result through the use of the boxes.

Records Center Section - The move of Records Center activities from [ ] has been completed. In making this change, a number of renovations in the [ ] were necessary and have been completed. The principal change was dividing the floor area into four separate vaulted areas with a passageway to be used by the guard in patrolling.

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The steel shelving that was previously located at [ ] has been installed in Rosslyn and is now in use. A partial delivery on new shelving has been made and it is anticipated that 100 sections will be erected within the next week or so.

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As a result of the move, we have experienced some difficulty in maintaining requests for Intelligence Information Reports on a current basis. There is, at present, a backlog but every effort is being made to get on a current basis as soon as possible.

Mail Control Section - Effective this month, laborers assigned to the Logistics Office, which have worked with the couriers in delivering heavy bulk material, was discontinued. As the result of this, two scheduled operations which ordinarily would have been handled by the couriers are now being handled by the Logistics Office. The couriers are continuing, however, to handle delivery of the NIS material.

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C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office of the Director.

No further action pending a reply to report submitted 8 April 1953.

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

There has been no change in the status as reported last month.

Project 4-53 - The survey of the Office of Operations (Contact Division) has been transmitted to that office for consideration and concurrence.

Project 5-53 - The Correspondence Manual has been printed and will be released to distribute for concurrence within the next few days.

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D. WORK IMPROVEMENT PROJECT

Project 4-53 - Preparation of Handbook setting forth procedures of the Mail Room. (Courier service and messenger personnel of the Mail Control Section.)

The initial draft of the Handbook has been finished and represents a very complete and detailed procedure of mail and courier operations. Some editing will now be necessary to determine what part shall be extracted for issuance to form an Agency Handbook with the remainder to be issued as an internal procedural manual.

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MONTHLY REPORT - MAIL CONTROL SECTION

October 1953

THIS MONTH

TO DATE\*

1. INCOMING MAIL:

(a) Delivery by Post Office	21,480	85,476
(b) Picked up from Post Office by courier	2,449	8,170
(c) Picked up from City by courier	3,870	18,293
(d) Letters:		
Received	6,124	23,642
Recorded		
(e) Undeliverable (held in Mail Room)	20	20

2. OUTGOING MAIL:

(a) Picked up by Post Office	14,547	52,616
(b) Deposited in Post Office by courier	15,180	47,572
(c) City Deliveries	5,220	22,936
(d) Penalty Indicia Used		
(1) CIA	2,209	9,443
(2) FBIS	6,241	23,474
(3) SSU	1	6
(e) Postage Expended	3,672.78	13,627.10

3. COURIER SERVICE:

(a) Scheduled Trips	1,056	4,113
(b) Special Trips - Within Agency	304	1,047
(1) Delivered by foot	81	363
(2) Delivered by vehicle	223	684
(c) Other Agencies	133	441
(d) Trips outside area	6	26
(1) Total time	59 hours 5 Min.	399 hours 53 min.

4. FILE ACTIVITY:

(a) Checking courier receipts	15	94
(1) Total time	6 hours 15 min.	32 hours 45 min.
(b) Requests for Administrative Files	1	37
(1) Requests filled	1	27
(2) Requests unfilled	0	10

5. Recruitment:

(a) Couriers  
(b) Mail Clerks  
(c) Messengers

6. SEPARATIONS:

(a) Couriers  
(b) Mail Clerks  
(c) Messengers

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MONTHLY REPORT - DISTRIBUTION

DATE

October 1953

THIS MONTH TO DATE\*

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1. INTELLIGENCE & INFORMATION REPORTS

a. Request for Supplemental Distribution	240	469	2081
b. Intelligence Reports:			
Received ( Copies 5048 ) X	267	93	720
Distributed ( Copies 1201 )	448	635	3067
Returned ( Copies 376 ) X	1099	616	3296
c. Information Reports			
Received ( Copies 4510 ) X	630	4510	17285
Distributed ( Copies 2271 )	1151	2104	6740

2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	67	30	168
b. Regulations			
(1) Initial Distribution			
( Copies 1396 )	7	11	31
(2) Supplemental Distribution			
( Copies 214 )	1043	202	895
c. Notices			
(1) Initial Distribution			
( Copies 2389 )	14	10	38
(2) Supplemental Distribution			
( Copies 57 )	315	11	157
d. Other			
(1) Initial Distribution			
( Copies 12340 )	1	4	10
(2) Supplemental Distribution			
( Copies 0 )	37	0	14

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received- is included in the total of Intelligence Reports received.

MONTHLY REPORT - RECORDS CENTER

DATE October 1953

THIS MONTH TO DATE\*

1. Records Storage (all figures in cubic feet)

(a) Received	107	794
(b) Destroyed	0	21
(c) Storage Space: (Total)	9470	
Records	4259	
Dist. Material	5211	
Committed	0	
Available	**	

2. Records Reference

(a) Service Requests	135	526
(b) Items on Requests	363	1789

3. Inter-Agency Reference Service

(a) Requests

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

\*\* Shelving has been received and should be erected in time for an accurate report next month.